**Intro to Business Class Self Evaluation form**

This Self Evaluation Form is an opportunity for you to provide input into your Performance Review Process. The form assists you in focusing on specific aspects of your job performance, including your unique strengths, talent and development focus for the future.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do you believe have been your main accomplishments during this review period? How did you achieve these results?
2. What part of your job do you enjoy the most?
3. What do you find most difficult about your job?
4. What hindered your performing your job as well as you could have?
5. What can be done to help you be more effective in the areas mentioned in question #4?
6. What are your top priorities for 2nd trimester?
7. What areas would you like to develop during the next review period? How might this development happen?
8. What do you bring to the group that makes it better?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_